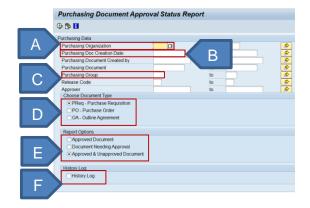


## ZMM8\_EXTN Purchase Requisition Approval Status Report

**Purpose:** Use this job aid to generate a report for monitoring the approval status of a purchase requisition (PR).

- 1. Go to transaction code **ZMM8 EXTN**.
- 2. Complete the following fields or checkboxes:
  - a. Purchasing Organization same as agency business area
  - Purchasing Doc Creation Date date or range of dates the document line(s) was created
  - c. Purchasing Group code represents a buyer or group of buyers responsible for an agency's purchasing activities. This field allows generation of purchase requisitions which contain undeleted line items with the desired purchase group.



- d. **Document Type –** Select the type of purchasing document to display on the report (PR). Only one document type radio button can be selected.
- e. Report Options
  - i. **Approved Document** displays purchase requisitions that have all of the required approvals needed for the particular procurement scenario.
  - ii. **Document Needing Approval** displays purchase requisitions with at least one outstanding required approval for the particular procurement scenario.
  - iii. **Approved & Unapproved Document** displays all purchase requisitions correlating to the search criteria requested.
- f. **History Log –** when checked, will include approval data for the life of the requisition, including new release strategy assignments. If not checked, displays only most recent release strategy approvals.

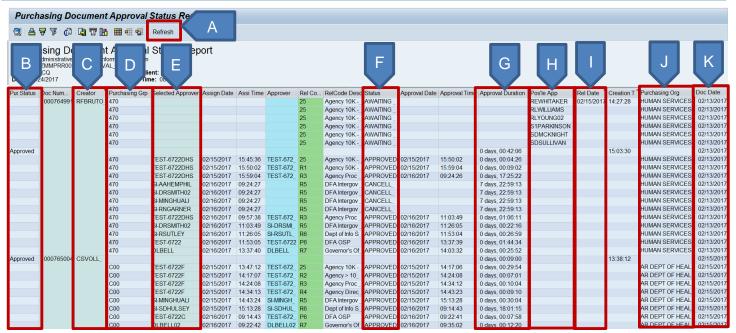
**NOTE:** Use additional selection criteria as needed. The **Our Reference Code** field is not applicable to purchase requisitions.

3. Click the Execute button.



## ZMM8\_EXTN

## **Purchasing Requisition Approval Status Report**



- A. Refresh button updates data with any changes since the initial report execution.
- B. Purchase Document Status identifies the status of the whole purchase requisition.
  - Approved indicates all necessary document approval levels have been completed.
  - Need Approval indicates all necessary document approval levels have not been completed.
- C. Creator always displays the AASIS ID of the person who initially created the purchase requisition.
- D. Purchasing Group displays the assignment of the 1<sup>st</sup> undeleted line at the time of PR creation. If the purchasing group is changed after it is saved initially, the report will show what it was at creation. If multiple lines exist on a PR with different purchasing groups, only the purchasing group from the 1<sup>st</sup> line item will display in this column.
- E. **Selected Approver** lists all users that have been assigned the Approval Task for that release code. These users will have received notification that approval is needed.
- F. Status identifies the status of the release codes' particular authorization level.
  - Approved indicates the document was approved for that particular authorization level.
  - Awaiting Assignment indicates the previous workflow has not been completed. Upon completion,
    AASIS automatically routes the workflow for the next approver needed.
  - Cancelled indicates the workflow was cancelled at the <u>previous</u> release code level. The level that was actually cancelled will display in "Not Approved" status.
  - No Approver Found indicates no users were assigned an approval task at that authorization level.
  - Not Approved indicates approval workflow has been assigned but is not complete.
  - Rejected indicates an approver has rejected the requisition approval and all existing workflow has been cancelled for that document. If changes follow, a new release strategy may be assigned if the change affects the material group, total value or total projected cost of the requisition.
- G. Approval Duration displays the total time from assignment through approval for a particular approver.
- H. **Possible Approvers** displays users that may be selected as an approver by the requisition creator. This column is only applicable for the first release of the requisition.
- I. Release Creation Date identifies the date the latest release strategy was assigned. This date will change each time a new release strategy is created for the document.
- J. Purchasing Org. displays the name of the purchasing organization.
- K. Document Creation Date always identifies the date the original purchase requisition was created.